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Class Specifications
for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR

Duties Summary:

Supervises several crews engaged in the construction, maintenance and repair of buildings and equipment and maintenance of grounds through subordinated foremen; and performs other duties as required.

Distinguishing Characteristics:

This class involves supervision of several crews engaged in the construction, maintenance and repair of buildings and equipment and maintenance of grounds through subordinated foremen in addition to planning a building and grounds maintenance program.

Examples of Duties:

Plans a major building and grounds maintenance program; sets priorities and schedules; makes work assignments to various tradesmen engaged in construction, maintenance and repair projects on buildings and grounds; checks work in progress and upon completion for conformance to established standards; coordinates the work of skilled and semi-skilled tradesmen; estimates cost and quantity of labor, supplies, materials and equipment needed; has responsibility for the care and maintenance of tools and equipment; has responsibility for requisitioning and issuing supplies, materials, tools and equipment; reads and interprets plans and specifications; maintains records of work activities; prepares and submits reports; enforces safety practices.

Minimum Qualification Requirements:

Training and Experience: (1) Five years of journeyman experience in the construction, maintenance and repair of buildings, two of which shall have been in a supervisory capacity, and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: The tools, equipment, materials and work practices in the general building trades including carpentry, plumbing, electrical, masonry and painting particularly as related to building construction and maintenance; applicable building and zoning codes and ordinances including electrical and plumbing codes; occupational hazards; safety principles and practices of the trades; principles and practices of supervision.

Ability to: Plan, assign, supervise, coordinate and inspect the work of varied building tradesmen and foremen; schedule the work of allied tradesmen so as to accomplish building construction or repair effectively; detect flaws or defects in workmanship or materials; read and interpret building plans and specifications and check construction or repair work for conformance thereto; estimate cost and quantity requirements of labor, materials, and equipment; give clear and concise oral and written instructions; maintain good working relationships with others.

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This class is adopted from the County of Maui relative to the transfer of hospital personnel to the State effective January 1, 1970, pursuant to Act 265, SLH 1969.

DATE APPROVED: 7/16/70

JAMES H. TAKUSHI
Director of Personnel Services